



**Winnebago Mental  
Health Institute's  
Tobacco Free Program**

**SMOKE FREE TOBACCO FREE  
CAMPUS  
WMHI WORKGROUP**

**MINUTES FOR 3-24-2005**

MEMBERS PRESENT: Connie Hannemann, Marla Hill, Larry Lautenschlager, Mike Leuthold, Joann O'Connor, Larry Schomer, Sterling R., Mary Kotschi. Welcome to new member – Natalie Stenson.

MEMBERS ABSENT: Dr Arong, Ronecka Baker, Ben Eggum, Sharon Haberkorn, Greg Hurlbut, Rita Kennedy, Jeff Manning, Mary Nitz, Jennifer Rew, Diane Shaw, Karen Wright

***Mission: Develop a plan for making WMHI a tobacco-free campus.***

*Tidbit: "Environmental Tobacco Smoke contains at least 250 chemicals known to be toxic or cause cancer. Unfortunately, the general public's exposure to secondhand smoke is much higher than most people realize."*

[http://www.cdc.gov/tobacco/ETS\\_Toolkit/index.htm#What%20is%20Secondhand%20Smoke?](http://www.cdc.gov/tobacco/ETS_Toolkit/index.htm#What%20is%20Secondhand%20Smoke?)

**1. Review minutes from 3-10-2005**

Minutes can be found at L:/Tobacco Free. This folder contains the membership roster, minutes, agendas, and other relevant information.

ACTION: minutes accepted

**2. Review updated Gantt Chart on timeline – Joann**

Joann noted that we are on target according to the work plan. Check the L:/Tobacco Free folder for the latest version. (To open, go to My Computer to the pdf file for Gantt Chart and click to open.)

**3. Progress in the Library collection – Mary K**

Mary reviewed a wide variety of materials currently available in the Library along with possible items to obtain. The Library suggest the following plan:

- a) File drawer or book case near the front of the Library for patient and staff use that contains a wide variety of materials
- b) Compiling a bibliography of smoking cessation materials available for distribution
- c) Email this bibliography to Unit Directors, Peer Counselors, and other interested parties. Consider including a flyer or request form that Units can use to request materials and amount needed.
- d) Bar code various packages of materials that can be checked out
- e) Place an exhibit in the Library featuring the benefits of quitting smoking, the cost of smoking, and materials available to help people stop smoking

ACTION: Connie H. will consult with UD's about how to get information out. Mary K. will start monthly mini news articles and pamphlets.

**4. Begin to identify brochures and review Chart by Mike to identify which programs we will use and publish other resources material**

- a) Mini News – Mary K. agreed to spearhead preparing monthly/weekly Mini News articles on smoking cessation. Many Units print a hard copy for posting on their unit for both staff and patients.
- b) Suggested to use a posting of such information as found in the Mini News on Unit Bulletin Boards or Activity Boards to gain a wider audience for patients.

- c) Look to the Peer Counselors to identify people who want to quit, have interest in the materials and what materials they may want.
- d) Encourage Unit to include smoking cessation and healthy choices as part of patient groups.
- e) Natalie to work on establishing a web page for smoking cessation on WMHI's Intranet site.
- f) Larry S. had several pamphlets from the American Heart Association and will call to obtain more for placement throughout the facility.
- g) Poll smokers to see what they would like and would use regarding materials

**ACTION:** Connie Hannemann will familiarize the unit Directors with library material and ask what is the best way to get the information out to units. Connie will also talk to them about Unit plans for no-smoking, survival kits and how to identify staff and patients who should get them and the tobacco use assessment forms.(who will do them, who will store them, who will make a plan when one is needed or take action when action is needed – Peer counselors? Staff? UD?

5. **Medication Protocols progress** – Dr Arong - Tabled

6. **Review peer counseling progress** – Rita - tabled

7. **Survival Kit** – Rita –

Larry L. provided information on what was in the previous survival kit and the group did some brainstorming of what could go into ours. Ideas include: bottle of water, gum, sugar free candy, swizzle stick, stress ball, pen or other similar item with logo on, changes in stress level card, motivation card, "I Quit" pin or pen, etc. A kit could be given to patients when they decide to quit. Perhaps staff will need to self-identify when they quit to obtain one. Further discussion next time.

**ACTION:** Natalie to look through catalogue to find other suitable items. Connie will identify with UD's about how to get the kits to the right staff and patients.

8. **Unit Programs** - Connie and Mary N

Connie reported that they have presented their unit plan to a GHN2 group. Comments from the group stated that visuals are helpful and to get information out as soon as possible. Connie asked to discuss at next Clinical meeting what information is desired and how best to get it to the people that need it or desire it. Connie will email UD ahead of time so that they can bring their ideas to the meeting.

**ACTION:** Connie will notify UD's that they may need to turn in a unit plan and they should start thinking about it. Connie will give them the document from GHN2

9. **SIGNAGE:** Rich and Jeff M will work on signage placement

DACC will work together with WMHI on funding for signage, so that it is consistent across the campus. WRC has not yet responded.

10. **Tobacco Use assessment form to identify smokers and have them make individual plans.** Joann Joann reviewed the sample form from Indiana and the group modified it for use at WMHI.

**ACTION:** Joann to bring a revised copy to the next meeting.

11. **Facility policy**

Group reviewed policy draft. After some modifications this rough draft will be submitted to DDES for the 3-31 deadline. A key issue was defining the perimeter of the WMHI grounds and how best to state that.

**ACTION :** Joann will take to Directors meeting as is.

12. **Identify issues regarding enforcement and rules** - several issues raised

- a) Smoking in personal cars allowed?
- b) Is it feasible to identify a spot off WMHI grounds where staff can smoke? Patients too?
- c) Safety issues of going off grounds to smoke for patients and staff
- d) Can staff carry tobacco products? Answer: Limited to use.
- e) Some Staff comments regarding having 3 warnings similar to tardinesses has been not to do that.

**ACTION :** Discuss at next meeting.

**NEXT MEETING APRIL 14, 2005**